Pitney Bowes

Engineering the flow of communication™

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For Service or Supplies

Customer Support: 1.800.522.0020
Product Name: DM100i, Model P700
Product Name: DM200L, Model P7L1

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AW21783REVA

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Read Me First!

DM100i / DM200L Digital Mailing Systems

Quick Install Guide

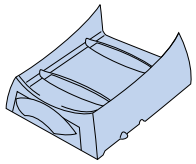
Pitney Bowes

Please do not apply power to your system until instructed.

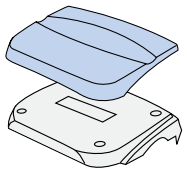
Contents

Mailing System

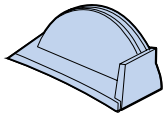
Base (DM200L only)



Weighing Platform (optional)

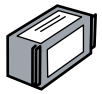


Stacker

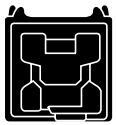


Moistener (optional)

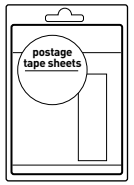
Ink Cartridge (Reorder #739-5)



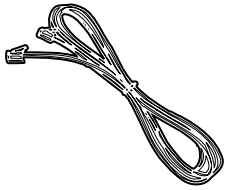
Print Head in Package



Tape Sheets

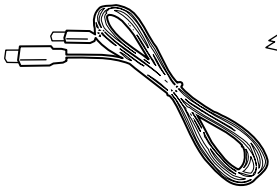


Phone Cord

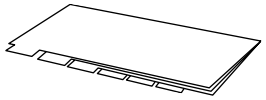


Power Cord

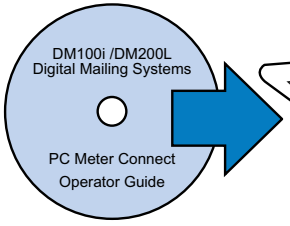
USB Cable



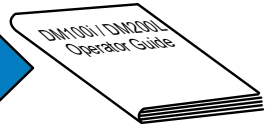
Quick Reference



CD



Operator Guide (PDF on CD)



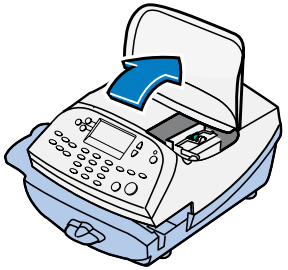
Quick Install Guide (this document)

Installation is easy! For best results, we strongly encourage you to follow the steps in this guide in sequential order.

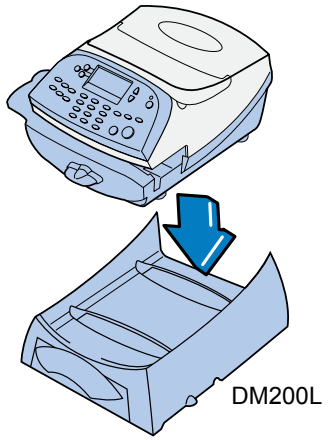
Step 1 Remove Shipping Tape

Remove any shipping tape attached to your system. Open the top cover and carefully remove any packing material inside.

The DM200L mailing system (only) is designed to rest on a handy base that provides convenient storage in a pullout drawer. Your mailing system can be positioned on the base now, before you begin the install process, or after all the steps have been completed.



DM100i / DM200L



DM200L

Step 2 Select a Connection Method

You have to connect to the Pitney Bowes Data Center to add postage funds, get software updates, and perform USPS required inspections.

When you first unpacked your system, you should have noticed a sheet that offered the choice of connecting to the Pitney Bowes Data Center via the Internet (recommended), or with a conventional analog phone line.

- If you already installed the PC Meter Connect Software, go directly to Step 5 now.

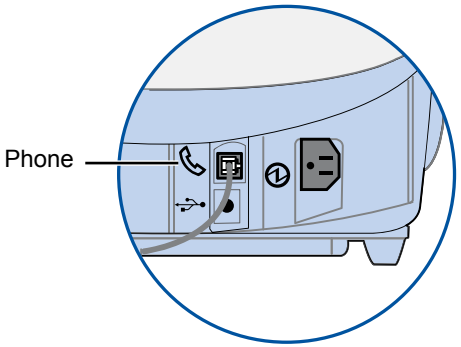
- If you didn't install it at that time, but wish to do so now, insert the CD into your PC. Following a successful install, return to Step 5 in this guide.

- If you choose not to use the PC Meter Connect software, continue with Step 3.

Step 3 Connect via Phone Line

(If you have chosen to connect to the Pitney Bowes Data Center with a telephone line.)

Select a location for the meter near an analog phone line and connect the phone cord between the back of your meter and an analog phone jack.



Important:

Phone systems installed in some businesses are not analog and may damage your system. If you are unsure about your phone line, contact your telephone company or local network administrator.

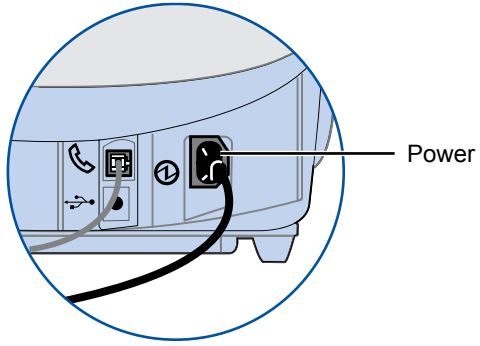
The following are usually analog phone lines:

- Fax lines
- Residential phone lines
- Lines used by modems or credit card readers

Step 4 Connect Power

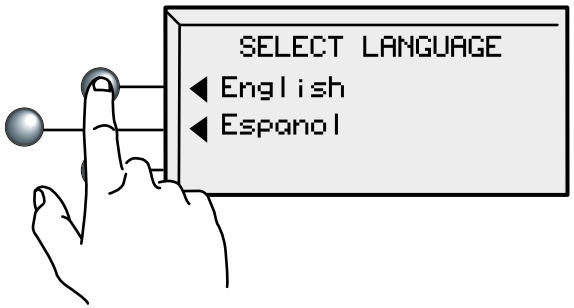
(If you have chosen to connect to the Pitney Bowes Data Center with a telephone line.)

Connect the power cord between the back of your meter and a convenient outlet.



Step 5 Select Language

After the system powers up and completes its self-checks, the screen will prompt you to select the language you wish to use. Simply press the small round button next to your choice.

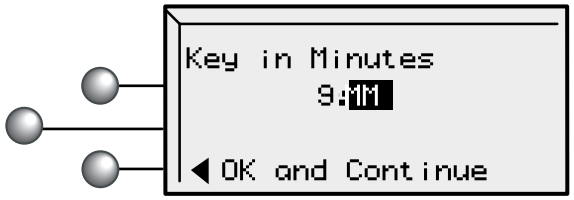


Step 6 Set Local Time

After selecting a language, you have to set the correct local time.

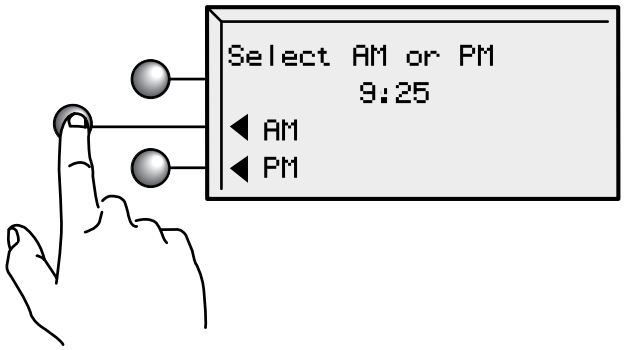
If the hour value displayed (HH) is correct, simply select OK and Continue. If the hour value is wrong, key in the correct value before pressing OK and Continue.

Step 6 Set Local Time (continued)



Again, if the minutes value displayed (MM) is correct, simply select OK and Continue. If the minutes value is wrong, key in the correct value before pressing OK and Continue.

ATTENTION:
You MUST set the AM/PM correctly. If your time is incorrect by 12 hours your system may print the wrong date on your mail. USPS regulations prohibit post dating metered mail, and in this case you may have to contact Pitney Bowes Technical Support to return your system.

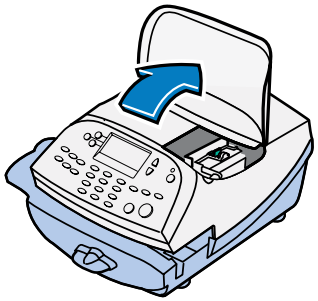


Check one last time, paying special attention to the AM/PM setting. If the current local time is correct, select This is correct.

Step 7 Install the Print Head

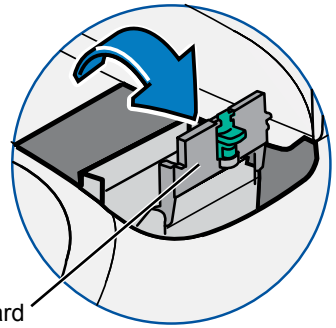
The following screen will appear.

A Open the top cover.

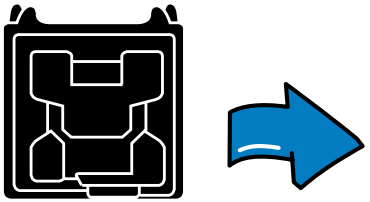


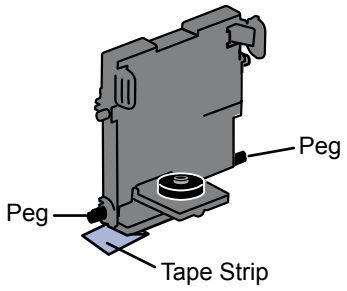
When you open the cover the screen will prompt....

B Flip open the guard.



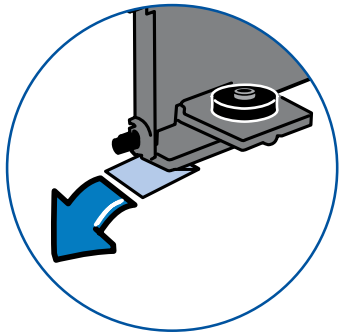
C Remove the print head from packaging.





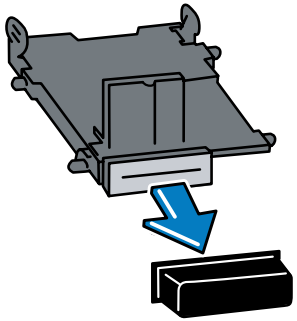
Step 7 Install the Print Head (continued)

IMPORTANT

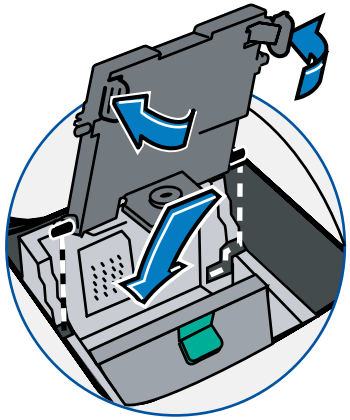


D Remove the tape strip from the bottom of the print head.

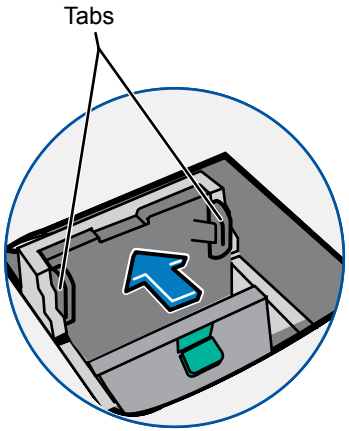
OR



Remove the plastic cap from the bottom of the print head.

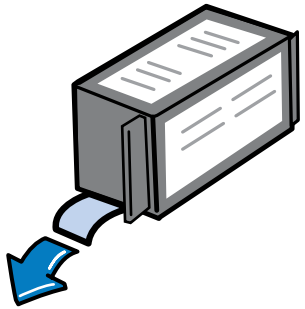


E Slide the print head pegs into the lower set of grooves.

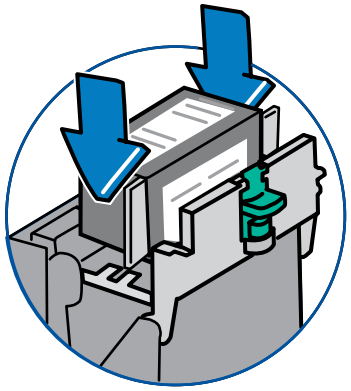


F Squeeze the tabs and push the print head flush against the wall.

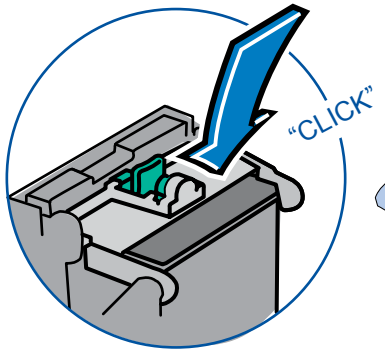
Step 8 Install the Ink Cartridge



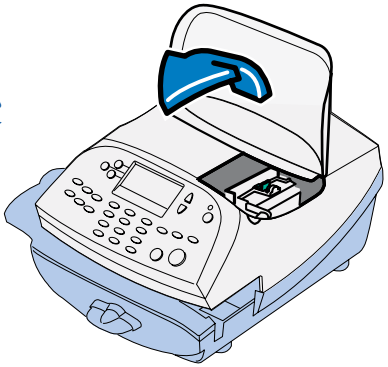
A Remove the ink cartridge from the bag. If necessary, remove the tape from the bottom of the cartridge.



B Place the cartridge to the right of the print head. The label on the top of the cartridge should face the front of your system.



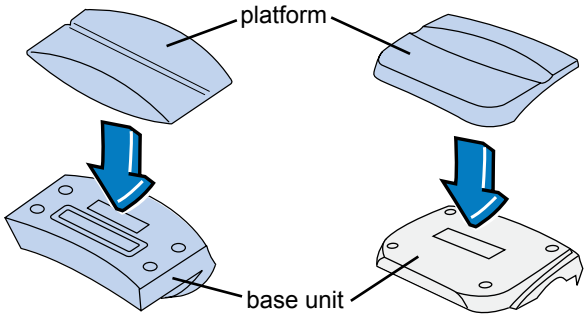
C Return the guard to the closed position and click to secure.



D Close the top cover. The system will automatically start a printer/ink initialization process.

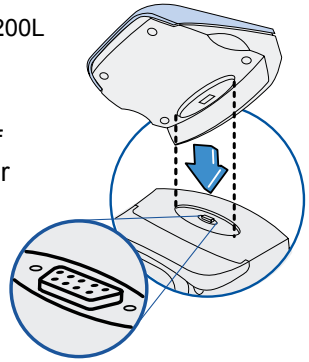
Step 9 Install the Scale (optional)

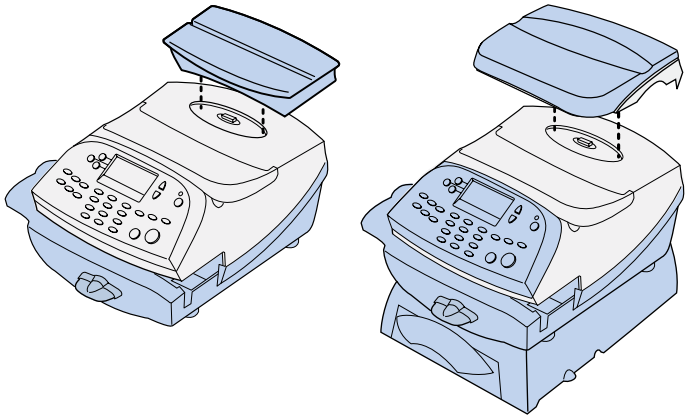
The optional scale consists of two pieces. Place the flat weighing surface on top of the base unit, being sure the pegs on the weighing surface fit into the corresponding holes in the base unit.



DM100i DM200L

Position the two-piece scale as shown. Now plug the connector on the bottom of the base unit into the matching connector on your system.

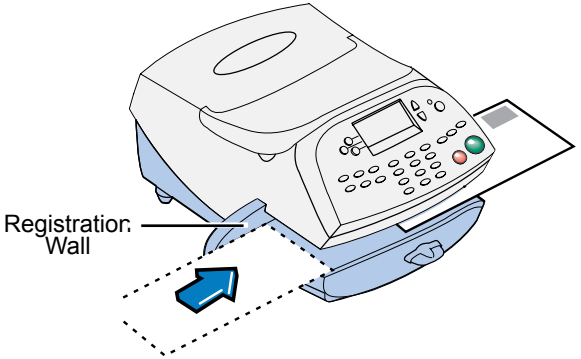




DM100i DM200L

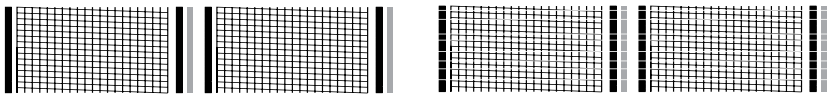
Step 10 Print a Test Pattern

When prompted, insert a spare envelope or a tape sheet for a test print.



For proper printing, position mail flat against registration wall and gently slide mail to the right on feed deck.

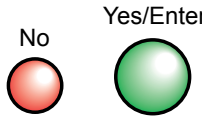
The system will detect the envelope and automatically guide it through the printing mechanism.



Good test print - no missing lines Poor test print

If the test print is good, press the green Yes button on the front of the meter.

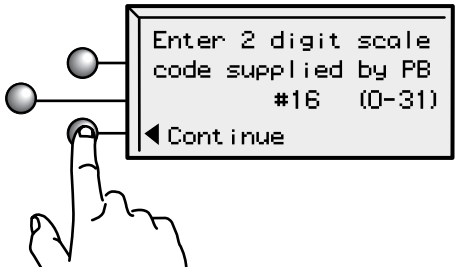
If the test print is poor, press No to perform additional maintenance.



Step 11 Enter Scale Location Code

A scale code is needed to calibrate the scale. If you have just attached your scale, key in the correct scale code for your location. Codes for each state can be found in the back of this guide on Page 19.

• Select Continue.

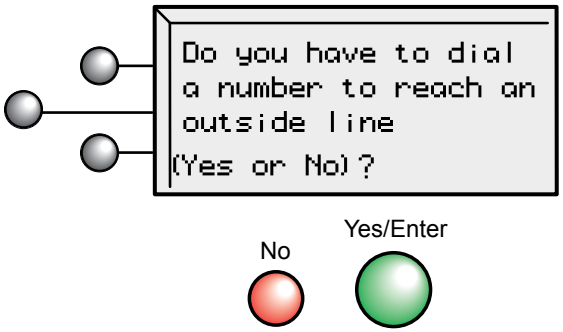


Step 12 Contact PB Data Center

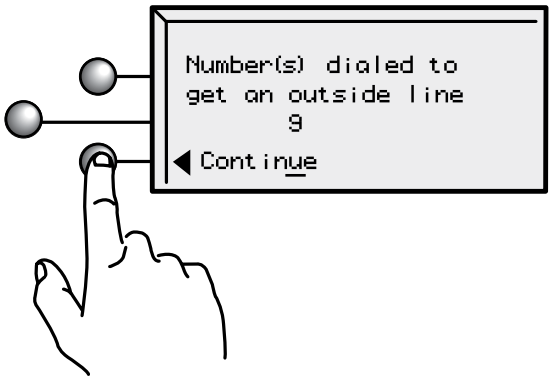
Even if you have chosen to contact the Pitney Bowes Data Center via the Internet, you should allow for a phone connection as a backup.

If your phone requires a number to reach an outside line (for example, if you have to dial 9 first), press the Yes key.

If you are using the analog phone line shared with the fax machine, check if that fax requires a dialing prefix.



If you select Yes, key in your dialing prefix and select Continue.

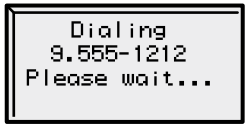


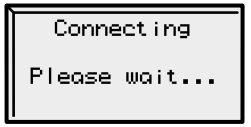
When you select Continue (or No), the phone call or Internet connection to the Pitney Bowes Data Center will be made.

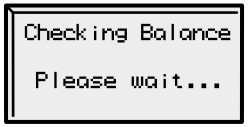
Step 13 Check Your Account Balance

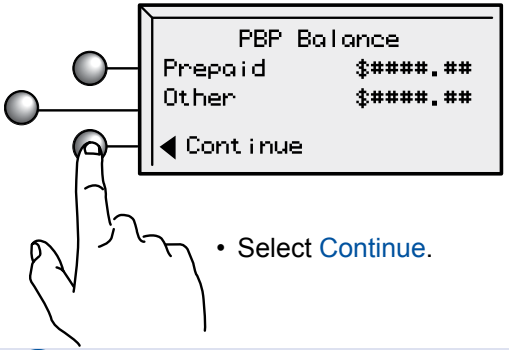
Your system will automatically contact the Postage By Phone™ Data Center and, after a brief delay, display your account balance. This consists of what you have already paid and your credit line, not what is in the meter.

Dialing and Connecting screens will appear if you are connecting via analog phone line.









PBP= Postage by Phone

It is simply your account balance.

- Select Continue.

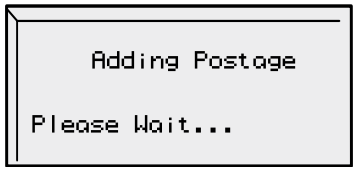
For troubleshooting see page 18.

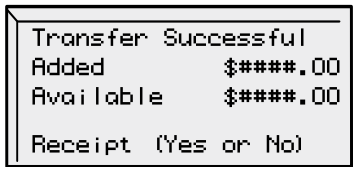
Step 14 Load Postage into Your System

Your postage meter does not come with pre-loaded postage.
In this step you will transfer postage into the meter from your account. Key in the amount of postage you wish to add ~ whole dollars only.

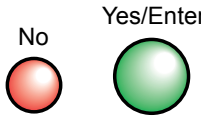
- Select Continue.

You will be asked to confirm your choice.



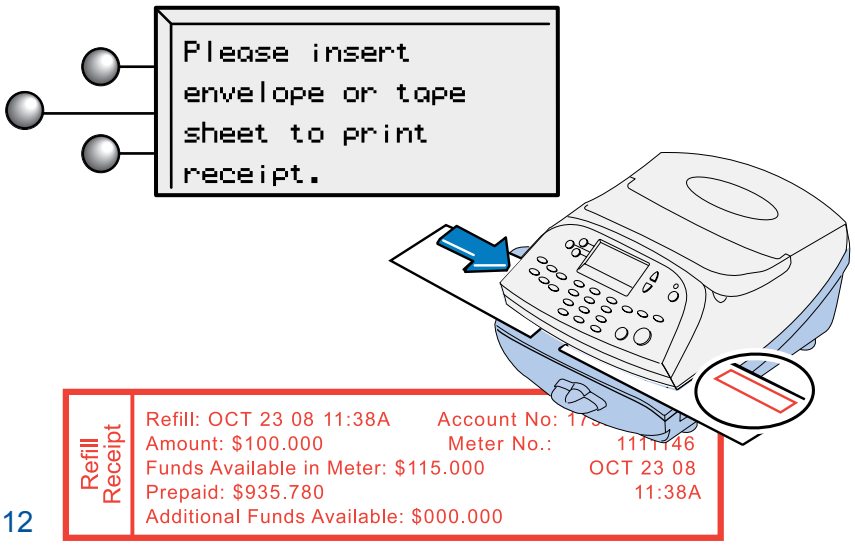


Press Yes or No for a receipt.



Step 15 Print Your Receipt

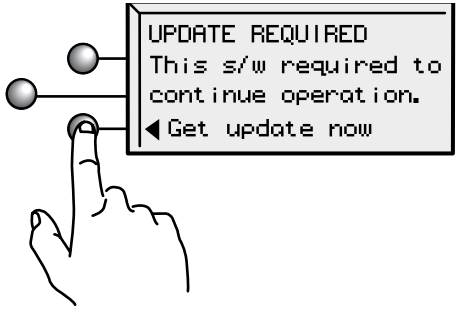
To print a receipt, follow the display directions.



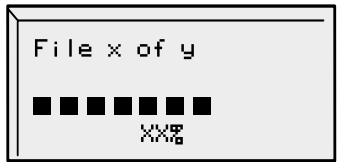
Step 16 Update Your Software

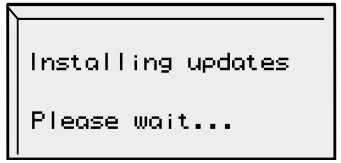
The last step will be to download the current USPS rates in addition to any additional features you may have ordered.

- Select Get update now.

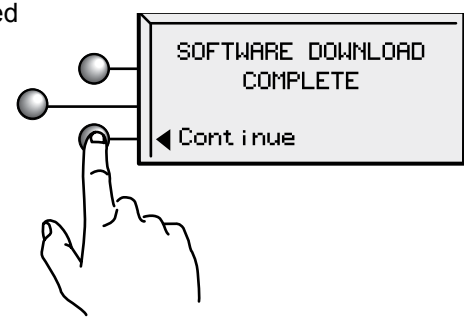


- The updated files will automatically download to, and install on, your system. Follow the screen prompts.





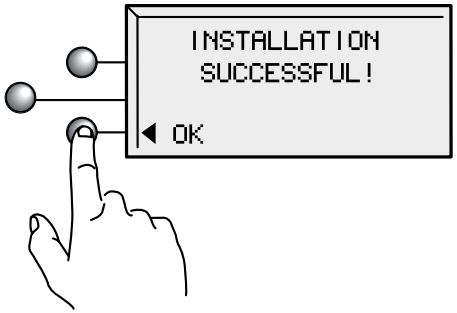
- When the software installation process has been completed select Continue.



Step 17 Congratulations!
Your Mailing System is Ready to Use

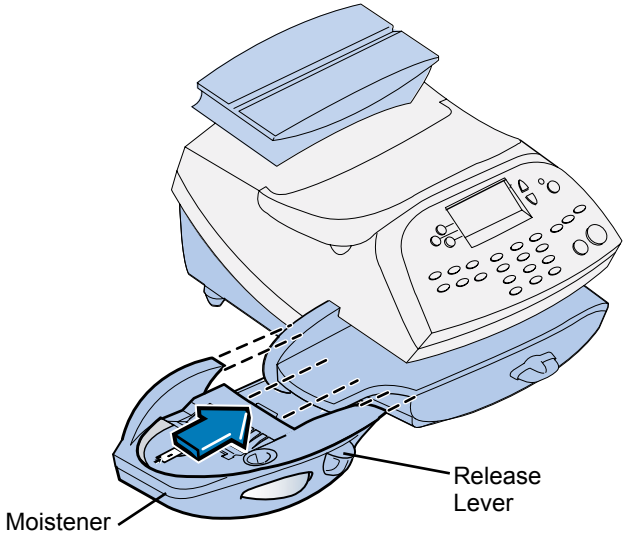
- Select OK.

To customize your meter settings and learn all about using your system, see the Operator Guide on the enclosed CD, or refer to the Quick Reference Guide.

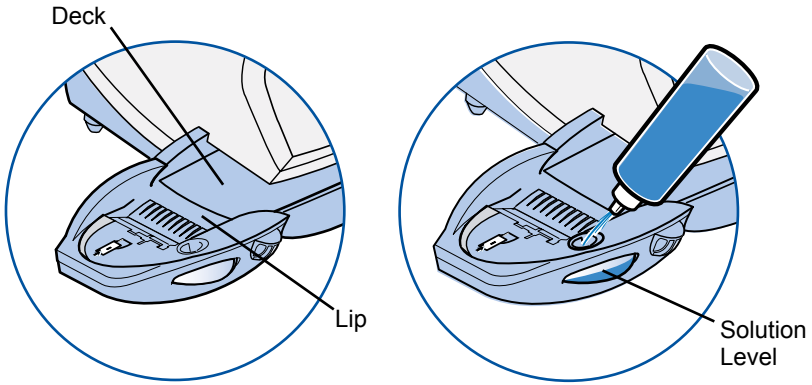


Install Optional Moistener

The handy moistener allows you to moisten, seal, and apply postage to your envelopes all in one smooth step. Position the moistener on the left side of the deck as shown. Hold down the blue release lever and slide moistener from left to right, with the lip of the moistener above the deck.



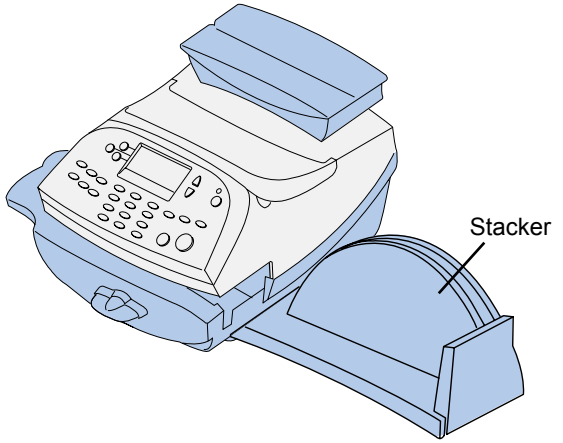
Install Moistener (continued)



Fill the moistener reservoir with Pitney Bowes E-Z Seal sealing solution. You may fill it later if you don't plan on moistening and sealing envelopes right now.

Position Stacker

The stacker provides a convenient location to store your processed mail, tape sheets, and guides. Position the stacker next to the system as shown. Just slide it into place. It does not connect mechanically to the system.



Frequently Asked Questions

Why is an “analog line” required for my phone connection?

Your DM system contains an internal modem for connecting to the Pitney Bowes Data Center over standard telephone lines.

Manufacturers of digital phone systems (so called PBX systems) are not required to adhere to the same restrictions on their inside lines as the phone companies mandate for standard analog lines. Several PBX manufacturers have designed phone systems that deliver much more current to the phone than does the phone company’s analog lines.

Your modem was designed to work with a small current, one that may be substantially less than the power put out by some PBX systems. As a result, if you connect your modem to a PBX line, thinking that it’s an analog line, you could damage your modem with too much current and not even know it.

Why must I add postage to my meter?

For your safety, and to prevent any unauthorized use, your meter is shipped without money in it. The money you paid when you signed up for your DM system has been deposited into your “Postage-by-Phone” (PbP) account, and is immediately available to you. You will be required to transfer an amount from your PbP account into the meter during the installation process. Please note that this is not an “additional expense,” just moving money you have already paid when you acquired your meter.

What is PC Meter Connect?

PC Meter Connect is a small software application you install on your PC to allow your meter to connect to the Pitney Bowes Data Center through your PC’s Internet connection rather than over a standard telephone line. Postage refills, and system software updates will be completed efficiently and much quicker via the Internet.

Frequently Asked Questions (continued)

How do I start up the PC Meter Connect software?

You can start the PC Meter Connect software by double-clicking on the desktop icon placed on your Windows desktop during the installation process. Double-clicking places a much smaller PC meter Connect icon in your Windows system tray at the bottom of your screen.

PC Meter Connect is now running and you may connect to the Pitney Bowes Data Center.

Alternately, you may click on the Start button >> All Programs >> Pitney Bowes >> PC Meter Connect.

How do I know PC Meter Connect is running?

The small system tray icon will be visible whenever PC Meter Connect is running,

What is a scale location code?

The accuracy of any scale is affected by its geographic location on the earth (how far it is from the Equator) and its altitude above sea level. The scale location code provided by Pitney Bowes helps calibrate the scale to be as accurate as possible for your particular location.

Where is my Operator Guide?

Your Operator Guide may be found on the CD that came with your meter. Simply place the CD into your computer and select the View Operator Guide button. The Guide is in Adobe PDF format, so you may easily view it and print out individual sections or the entire Guide as you wish.

Troubleshooting

No Dial Tone –

Check that you are using an analog line such as

a) most fax machine lines;

b) lines used by computer modem or credit card reader;

c) residential phone lines.

Check that you have entered a dialing prefix if your phone system needs a number to reach an outside line.

If you are using a DSL line you may require a DSL filter.

Contact your telephone company or local network administrator

Cannot Reach Data Center –

Check that you have entered a dialing prefix if your phone system needs a number to reach an outside line.

Not Enough Funds –

You have tried to add more postage to your meter than you have in your account at Pitney Bowes.

To Change Information During the Setup Procedure –

- Press Clear key on numeric keypad.
- At Install Not Complete, either go back to the previous step or start the installation procedure over again.

To Change Information After the Setup Program is Complete –

- Press the Options key.
- Press the green Page Down button twice.
- Select Advanced Features.
- Press Page Down.
- Select Run Install Mode.

Still have questions?

For installation support call: 1.800.522.0020.
Reference Model: P700 (DM100i) or P7L1 (DM200L)

Alternately, your questions may be answered in the Operator Guide or online at: www.pitneyworks.com/DM100
www.pitneyworks.com/DM200

Scale codes for locations in the United States

Locations near a boundary may enter either code.

State	Code	State	Code
Alabama		**Illinois**	
Birmingham and north	**13**	North of Springfield	**16**
South of Birmingham	**12**	Springfield and south	**15**
Alaska (see map on page 16)		**Indiana**	
Arizona		North of Indianapolis	**16**
Phoenix and north	**12**	Indianapolis and south	**15**
South of Phoenix	**11**	**Iowa**	
Arkansas	**13**	North of Des Moines	**17**
California (see map on page 16)		Des Moines and south	**16**
Colorado		**Kansas**	
Denver and north	**13**	North of Wichita	**15**
South of Denver	**12**	Wichita and south	**14**
Connecticut	**16**	**Kentucky**	**14**
Delaware	**15**	**Louisiana**	**12**
Florida		**Maine**	**18**
W Palm Beach and north	**11**	**Maryland**	**15**
South of W Palm Beach	**10**	**Massachusetts**	**17**
Georgia	**12**	**Michigan**	
Hawaii	**9**	NW of Lake Michigan	**18**
Idaho		SE of Lake Michigan	**17**
N of Salmon River Mtns.	**17**	**Minnesota**	**18**
S of Salmon River Mtns.	**16**	**Mississippi**	
		Kosciusko and north	**13**
		South of Kosciusko	**12**

Scale codes for locations in the United States

Locations near a boundary may enter either code.

State	Code	State	Code
Missouri		**Oregon**	
North of Springfield	**15**	Salem and north	**18**
Springfield and south	**14**	South of Salem	**17**
Montana		**Pennsylvania**	**16**
Helena and north	**18**	**Rhode Island**	**16**
South of Helena	**17**	**South Carolina**	**13**
Nebraska	**16**	**South Dakota**	**17**
Nevada	**13**	**Tennessee**	**13**
New Hampshire	**17**	**Texas**	
New Jersey	**16**	NE of Colorado River	**12**
New Mexico	**11**	SE of Colorado River	**11**
New York		**Utah**	**13**
Kingston and north	**17**	**Vermont**	**17**
South of Kingston	**16**	**Virginia**	
North Carolina		North of Roanoke	**15**
Raleigh and north	**14**	Roanoke and south	**14**
South of Raleigh	**13**	**Washington DC**	**15**
North Dakota	**18**	**Washington State**	**18**
Ohio		**West Virginia**	**15**
Akron and north	**16**	**Wisconsin**	
South of Akron	**15**	Green Bay and north	**18**
Oklahoma		South of Green Bay	**17**
North of Oklahoma City	**14**	**Wyoming**	**15**
Oklahoma City and south	**13**		

Scale codes for locations in Alaska and California

Locations near a boundary may enter either code.